

916-445-7254

January 26, 1987

TO: All Individuals and Groups Interested in the Activities
of the Commission on Teacher Credentialing

FROM: *Richard K. Mastain*
Richard K. Mastain, Executive Secretary

SUBJECT: Amendments to Title 5 Regulations Sections 80027,
80071.4, 80089, 80454, and 80499

The following five sections of the Title 5 Regulations have been amended. The effective date of the changes was 1-9-87.

80027 Limited (Assignment) Emergency Teaching Credential

80071.4 Basic Skills Examination

80089 Subjects Added as Supplementary Authorizations

80454 Scholarship Requirements

80499 Requirements for Adding Authorizations to an
Existing Credential

**80027 Limited (Assignment) Emergency Teaching
Credential**

The amendments to this section were designed to aid employers who need to fill positions with teachers already employed by the school district. First, instead of listing only five specific credentials which may serve as the prerequisite, the regulations now say "...a teaching credential based on a baccalaureate degree and completion of a professional preparation program, including student teaching." Second, the restriction of only three issuances of the Limited (Assignment) Emergency Teaching Credential to any individual has

been removed so that teachers may be employed year after year on this credential if renewal requirements are met. Finally, these regulations add a staff development option for renewal of the credential on a one-time-only basis.

80071.4 Basic Skills Examination

A number of changes were made in this section to bring it into conformance with existing statutes and to clarify several points. The amended regulations

- o add the exemption for Designated Subjects Special Subjects Teaching Credentials;
- o eliminate the ending date for issuance of the One-Year Nonrenewable Emergency (OYNRE) Credential, making it available indefinitely;
- o redefine who is eligible for the OYNRE Credential to include California-trained teachers who have resided out of state;
- o clarify the scheduling of CBEST examinations by stating that the Commission will establish the test schedule no less than four months prior to the beginning of the next fiscal year, and will publicize the schedule by all reasonable means as quickly as practicable;
- o redefine "emergency", for the purpose of scheduling a special administration of CBEST, to include a foreseeable circumstance that cannot be accommodated because of special and unique staff recruitment problems, as well as a reasonable unforeseeable circumstance;
- o clarify that school districts are obligated to pay the full fee required for a special administration for forty persons, even if fewer than forty actually take the test;
- o add a subsection (n) to make clear that the Commission will not consider appeals of the failure to pass the CBEST, and
- o restore the subsection (o) about an annual report on the CBEST passing rates.

80089 Subjects Added as Supplementary Authorizations

The changes simply add the Standard Secondary Teaching Credential and clarify the authorization for an Introductory Supplementary Subject. More extensive changes are being proposed and will soon be distributed prior to public hearing.

1. completed an out-of-state professional preparation program for a credential comparable to the California credential requested, or

2. completed a California approved professional preparation program for the requested credential prior to February 1, 1983 and has resided outside of California for the year immediately preceding application for the One Year Nonrenewable Emergency Credential.

(B) and completed all minimum requirements for the California credential requested except for the CBEST requirement; and

(C) passed a basic skills test developed and administered by the employing school district.

- (d) Applicants for an exchange certificated employee credential can be issued a one-year preliminary credential pending the passage of the CBEST.
- (e) An applicant for any credential needing the CBEST shall be required to have passed it only once, regardless of the time that has elapsed between the date of passing the test and the date of the application.
- (f) The Commission will establish the schedule of test administrations no less than four months prior to the beginning of the next fiscal year, and will publicize the schedule by all reasonable means as quickly as practicable.
- (g) The Commission will arrange for a special administration of the test in the event that an emergency occurs. An emergency for this purpose is a reasonably unforeseeable circumstance which cannot be avoided or a foreseeable one that cannot be accommodated because of the special and unique staff recruitment problems with which a school district or group of districts is faced.

The special administration will be scheduled by the Commission as soon as possible, consistent with the district's schedule for compliance with the requirements of Sections 80071.4(h) (1) (B), (h) (1) (C), and (h) (2) (C) below, except that no special administration will be scheduled in the period three calendar weeks before a scheduled regular administration. No special administration will be scheduled without reasonable assurance that at

least forty people will actually register and take the test at the special administration. Two or more districts or counties may jointly participate in a single administration provided each can satisfy the requirements specified in Section 80071.4(h).

- (h) The written request for a special administration must include a copy of relevant sections of the official minutes of the district or county governing board and documentation by the superintendent of the specific facts of the emergency.
- (1) The minutes of the governing board meeting must show that the board accepts the following conditions:
 - (A) An emergency as defined in subsection (g) exists and is unavoidable.
 - (B) District or county staff will assist in locating or providing space for the special administration and in the identification of qualified examination proctors if such assistance is requested by the Commission or its designated agent;
 - (C) District or county staff will provide administrative support in accomplishing the registration process in a manner that will be consistent with the CBEST registration and reporting system;
 - (D) The district agrees to pay the full fee required for testing forty persons, even if fewer than forty actually take the test at a special administration.
 - (E) The district or county agrees not to require that the people taking the test pay any of excess administrative cost incurred by the district or county.
- (2) The superintendent of the district or county shall provide the following information as part of the written request:
 - (A) A detailed statement on the cause of the emergency and the reason it could not have been anticipated in time to make use of the most recent previous regular administration;
 - (B) Documentation on the numbers of substitute or contract teachers needed, the total number of teachers on contract in the district or county, or the average daily number of substitutes used in the

preceding year as appropriate to the definition of an emergency cited in the governing board minutes;

(C) A description of the plans for publicizing the special administration to insure that it will be maximally effective in attracting people not previously tested who can meet the emergency needs of the district or county;

(D) A definitive statement about whether admission to the special administration will be limited to people who are potential employees of the district or county requesting the special administration, or will be open to anyone who wishes to take the test;

(E) Designation of the county or district having primary responsibility for administrative arrangements for the special administration, in the event that two or more counties or districts are participating jointly in the special administration.

- (i) No special administration will be scheduled for a college or university.
- (j) There will be no limit on the number of times a person may take the entire test or sections of the test. Section(s) of the test that have been passed need not be repeated, but no person taking the test may omit any section that has not been passed. The test fee for repeating the test will be as specified in Section 80487(a)(5) of these regulations.
- (k) In determining whether a person has passed the test, the highest score obtained on any section of the test at any administration will be used without regard to the length of time that has elapsed since the score was obtained.
- (l) All credential program applicants shall take the CBEST for diagnostic purposes no later than the deadline for submission of his/her application for admission to the credential program unless the applicant is exempt from the CBEST for the credential.
- (m) An individual credential applicant who already holds a valid nonemergency teaching credential that requires a baccalaureate degree and is seeking an additional teaching authorization is exempt from the provisions of subsection (l).

- (n) The Commission will not consider appeals by credential applicants who have failed to achieve the passing standard established by the Commission at the time the CBEST has been most recently attempted.
- (o) The Commission will issue annually a report on the passing rates of various groups on the CBEST, including passing rates by institution attended for preparation for credentials.

NOTE: Authority Cited: Section 44225, Education Code

Reference: Sections 44252, 44252.5, 44203 and 44830,
Education Code

80089. Subjects Added as Supplementary Authorization

- (a) The holder of a valid Single Subject or Standard Secondary Teaching Credential may have one or more of the subjects, taught in the public schools of California, as listed in Sections 80089.1 and 80089.2, added as a supplementary authorization. The candidate or an approved institution shall verify completion of 20 semester hours or 10 semester hours of upper division nonremedial collegiate course work in a subject listed in Sections 80089.1 or 80089.2, with a scholarship record of grade C or better in any course used to meet requirements of this section. The course work shall be completed through regionally accredited institutions or institutions specially approved by the Commission.
- (b) Applicants for supplementary authorizations in subject matter categories other than industrial arts, physical education, music, art, or home economics shall meet the reading requirement described in Education Code Section 44259(e). Holders of standard secondary teaching credentials shall be exempt from this requirement.
- (c) Authorization.
 - (1) A supplementary authorization added under the provisions of Section 80089.1 authorizes the holder to teach that subject at any grade level; preschool, kindergarten, grades 1-12, or in classes organized primarily for adults;

program; and a brief description of the manner in which the results of the applicant's staff development program were evaluated.

2. 90 hours of staff development that is directly related to the subject or class authorized by the Limited (Assignment) Emergency Teaching Credential.

- (b)(2) Submission of a completed application that includes verification of the requirements specified in Subsections (a) (1) (2) and (3) above; a statement of need described in Subsection 80026(a), (d) and (e); the fee as specified in Section 80487; and verification of completion of either (b) (1) (A) or (b) (1) (B) above.
- (c) The Commission will evaluate the validation of Staff Development Statements received between the effective date of these proposed regulations and July 1, 1987, to determine the degree to which the individual staff development programs have achieved the desired results. Based on that evaluation the Commission will either continue, amend or delete Subsection 80027(b) (1) (B).
- (d) Authorization. The Limited (Assignment) Emergency Teaching Credential authorizes the holder to teach in the assignment described in the statement signed by the teacher and the appropriate school district official, and approved by the local governing board.

NOTE: Authority Cited: Sections 44225(b) and 44252 Education Code
Reference: Section 44254, Education Code

80071.4 Basic Skills Examination

- (a) After January 31, 1983, every applicant for a credential, permit or certificate, or for the renewal of an emergency credential shall be required to have obtained a passing score on the California Basic Educational Skills Test (CBEST). The test is not required to renew, reissue or upgrade a credential, certificate or permit except when upgrading a permit would require a baccalaureate degree.

- (b) Pursuant to Education Code Sections 44252(b) and (d) applicants for the following credentials, permits, or certificates are exempt from this requirement:
- (1) a credential to be issued solely for teaching adults in an apprenticeship program
 - (2) a credential for an adult education designated subject other than an academic subject; and
 - (3) a certificate of clearance;
 - (4) a children's center permit or a permit authorizing service in a special center for the handicapped, when a baccalaureate degree is not required;
 - (5) a credential, certificate, or permit for an additional teaching authorization when the applicant holds a nonemergency credential, certificate, or permit that requires a baccalaureate degree and authorizes teaching;
 - (6) a health services credential;
 - (7) a Designated Subjects Vocational Education Teaching Credential.
 - (8) any Designated Subjects Special Subjects Credential for which a baccalaureate degree is not required.

- (c) Pursuant to Education Code Section 44252(b)(3), a school district can request a One Year Nonrenewable Emergency Credential for an individual who has not yet passed the CBEST if all of the following are met:
- (1) The school district governing board must certify on the approved form provided by the Commission that:
 - (A) there is no applicant available for this position who meets credential requirements and has passed the CBEST;
 - (B) attempts have been made to secure a qualified teacher by common recruiting methods;
 - (C) the position is necessary for the normal operation of the school curriculum; and
 - (D) the applicant for the One Year Nonrenewable Emergency Credential will be hired if the credential is issued.
 - (2) The applicant for the One Year Nonrenewable Emergency Credential has:
 - (A) satisfied either 1. or 2. below:

(2) A supplementary authorization added under the provisions of Section 80089.2 authorizes the holder to teach the subject matter content typically included in curriculum guidelines and textbooks for study in grades 9 and below.

NOTE: Authority Cited: Section 44225, Education Code
Reference: Sections 44256 and 44349, Education Code

80454. Scholarship Requirements

- (a) When applying to the Commission for a credential, the applicant shall meet the scholarship requirements set out in this section.
- (b) In courses above the twelfth grade which are offered toward fulfillment of requirements for a credential, the applicant shall have a grade point average of C or better on a five-point scale, or a grade point average that is required by an approved educational institution for granting a degree, whichever is higher.
- (c) Each assignment in directed teaching or other field work requirement shall be completed with a grade of B or better on a five-point scale. Institutions that utilize a credit/no credit grading system shall verify to the Commission that the performance of the individual in a directed teaching or other field assignment was completed at a level equivalent to or higher than the grade B level.

NOTE: Authority Cited: Section 44225, Education Code
Reference: Section 44320, Education Code

80499. Requirements for Adding Authorization to an Existing Credential

- (a) A qualified applicant desiring additional authorization may apply for the credential by recommendation of an institution approved by the Commission to recommend for the credential, or may apply directly to the Commission pursuant to Article 2 of this chapter.

- (b) The holder of a valid teaching credential based on a baccalaureate degree authorizing teaching in an elementary or secondary school on a regular full-time basis may obtain an additional single-subject instruction authorization of a multiple-subject instruction authorization when the holder has verified (1), (2), and (3) below:
 - (1) Subject matter knowledge by completion of either the appropriate subject-matter examination(s) adopted by the Commission, or a subject-matter program having waiver status.
 - (2) A knowledge or teaching reading by completion of either a Commission-adopted examination or a Commission-approved course of study. (This is not required for art, home economics, industrial arts, music, and physical education single subjects.)
 - (3) Verification of writing proficiency by applicants for an initial Multiple or Single Subject Credential, who have not been recommended by a California institution of higher education having a Commission-approved professional preparation program as described in Section 80078;
- (c) Qualified applicants who have verified (1), (2), and (3) above may be granted a preliminary Single Subject or Multiple Subject Credential, valid for five years. Upon completion of all requirements for the clear credential as specified in Section 80413, the qualified applicant may be granted a clear Single Subject or Multiple Subject Credential.
- (d) When a teacher is assigned outside his or her grade level or subject-matter experience, opportunities for the teacher to have available transitional supervision or training shall be provided as deemed appropriate by the district or county superintendent.

NOTE: Authority Cited: Section 44225, Education Code
Reference: Section 44259, Education Code

80454 Scholarship Requirements

The amendment to this section added the phrase "whichever is higher" to the requirement that an applicant for a credential have a grade point average of "C" or better or the GPA required by the approved institution.

In addition, the amended section states that an applicant must have a grade of "B" or better in directed teaching or other field work requirements. Institutions that utilize a credit/no credit grading system will have to verify that the performance of the applicant was at the level of a grade of "B" or better. The Commission will return any application file dated on or after 1-9-87, the effective date of these regulations, if the transcript shows a "credit" or "pass" for student teaching unless the institution states on the transcript, in a separate letter, or in Section 3 of the application that the applicant's performance in student teaching was at the level of a grade of "B" or better. Direct applications from individuals trained outside of California will also have to include such a statement if the transcript shows a "credit" or "pass" for student teaching.

80499 Requirements for Adding Authorization to an Existing Credential

The changes in this section were made to eliminate confusion about which examinations are required and to clarify references to sections that have been renumbered. The requirement for an English writing proficiency examination for applicants receiving a Single Subject Credential in English by examination, and the requirement for an oral examination in Spanish, German, or French for applicants receiving a Single Subject Credential in those languages, are subject matter requirements so are covered under subsection (a)(1) and do not need to be repeated. Section 80071.3 was renumbered to 80078.

Conclusion

If you have any questions about these regulations, please contact our Information Services Office between 12:30 and 4:30 Monday through Friday at (916)445-7254. A complete copy of these amended Title 5 Sections follows.

Amended Title 5 Regulations, Effective 1-9-87

80027 Limited (Assignment) Emergency Teaching Credentials

- (a) Requirements for the initial issuance of the Limited (Assignment) Emergency Teaching Credential.
 - (1) Applicant is currently employed by the local governing board requesting such assignment.
 - (2) Applicant holds a valid teaching credential based on a baccalaureate degree and completion of a professional preparation program, including student teaching.
 - (3) The application is accompanied by the appropriate Commission-approved form signed by the teacher and an appropriate school district official verifying consent of both parties; describing briefly the whole assignment which the Emergency Credential authorizes; and, verifying prior approval of the assignment by the local governing board.
 - (4) Submission of the statement of need described in Section 80026(a), (d) and (e); a completed application form; and the fee as specified in Section 80487.
- (b) Requirements for the reissuance of the Limited (Assignment) Emergency Teaching Credential.
 - (1) Completion of one of the following:
 - (A) Six semester hours of collegiate course work leading to the appropriate credential; or
 - (B) Employed teachers with a minimum of five years of teaching experience on a preliminary, clear or life teaching credential may be reissued the credential, on a one-time basis, when all of the following are met:
 - 1. Completion of a Validation of Staff Development Statement, signed by the employing agency and the applicant, that includes a brief description of the content of the applicant's individual staff development program; a brief description of the means by which the employing agency validated the quality and appropriateness of the applicant's individual staff development